



POSITION DESCRIPTION

TITLE: Project Coordinator/Counselor (for the School-Based Student Drug-Testing Programs Grant (SBDT Project Coordinator/Counselor))

PERFORMANCE PROFILE SOURCE: Executive Professional

DEPARTMENT: Executive

REPORTS TO: President and CEO

PRIMARY FUNCTION:

The SBDT Project Coordinator/Counselor is a grant-funded position of the *Grants for School-Based Student Drug-Testing Programs*. The SBDT Project Coordinator/Counselor provides leadership and the project management for the day-to-day operation of the SBDT grant for the Northeast Alabama Center for Community Initiatives. This position has the overall responsibility for coordination of SBDT-related project activities, communication with project stakeholders, establishment and maintenance of relationships with school administration, school personnel and other community partners, SBDT meeting logistics, and the overall development, implementation and sustainment of project relationships/components of the school-based drug testing program.

PRIMARY DUTIES – PROJECT COORDINATOR/COUNSELOR—SCHOOL-BASED STUDENT DRUG-TESTING PROGRAMS GRANT

1. Implements the approved program plan (submitted in grant application) specific to the *Grants for School-Based Student Drug-Testing Programs* grant.
 - Gains in-depth knowledge of the approved project program plan and any approved program evaluation components.
 - Uses the project-approved program plan and evaluation document to direct and guide the daily activities of the Project Coordinator position.
 - Develops and adheres to guidelines specific to school systems and individual schools within each system for any and all approved testing components. For example, guidelines will be developed for the students who are participating in the program

because they are also student athletes, students who are involved in extra curricular activities, students who are participating and students who are participating in the drug testing program voluntarily.

- Oversees all testing components, collaboratively working with all school administration personnel.
- Maintains student confidentiality as defined and detailed in the approved project program plan.
- Creates or modifies/enhances the “Consent to Test Form” and the “Drop Form” based on specific school system requirements or individual school requirements.
- Develops and sustains a collaborative effective working relationship with the Medical Review Officer (MRO).
- Participates in development of Institutional Review Board (IRB) required documents for the IRB approval process if necessary.
- Develops and sustains effective working relationships with the project-approved sample testing laboratory.
- Collaborates with the project-approved sample testing laboratory ensuring student confidentiality and adherence to the chain-of-custody mechanisms defined in the project-approved program plan.
- With school administration and school personnel, develops drug testing schedules for each school participating in the program.
- Uses the project-approved random number generating mechanism to develop random testing strategies for each school participating in the program.
- Develops quarterly presentations on effectiveness of the drug testing program and delivers presentations quarterly to the community, school administration and Board of Education.
- Develops outreach meetings for parents and community members and executes such meetings.
- Provides counseling to students.
- Works with school personnel to develop drug-free clubs, developing a substantial volunteer base.
- Works with the Project Evaluator in effectively developing an evaluation component that determines the effectiveness of the program.
- Works with the President and CEO / Principal Investigator / Project Director and other grant funded personnel in meeting specific grant project objectives.
- Participates in grant project meetings and conference calls as requested by the President and CEO/Principal Investigator.
- Provides routine updates to the President and CEO / Principal Investigator on project activities.
- Participates in Northeast Alabama Center for Community Initiatives staff meetings as required.

ADDITIONAL RESPONSIBILITIES:

- 1 Travels for SBDT project-related meetings/workshops/trainings/conferences and represents the Northeast Alabama Center for Community Initiatives and specific school systems.
2. Participates in project-required training, i.e., drug abuse prevention training and drug-testing training and any other training required by the project.
3. Attends and participates in Northeast Alabama Center for Community Initiatives staff meetings and project meetings as required.
4. Supports the organization’s mission, goals, and principles.

5. Supports the *Grants for School-Based Student Drug-Testing Programs* grant mission, goals and principles.
6. Develops and nurtures relationships with co-existing community based organizations and is proactive in process dispute resolution.
7. May be assigned projects and/or special activities by the President and CEO / Principal Investigator.

PERSONAL CHARACTERISTICS REQUIRED:

1. Maintains professional image.
2. Demonstrates a commitment to serve the school system and community, with courtesy, friendliness and consideration.
3. Thinks independently and creatively.
4. Cooperates with various audiences.
5. Remains flexible and successful within changing environment and demands.
6. Exercises good judgment and decision-making capabilities.
7. Evidence of dependability and effective work habits.

SKILLS/KNOWLEDGE REQUIRED:

1. High School diploma or GED equivalency required.
2. An undergraduate degree in educational or social service field is required. A Master's degree, counseling certification, and/or substance abuse counseling certification preferred.
3. A minimum of two years of relevant experience is required.
4. A demonstrated or presumptive potential for substance abuse prevention-related project management is required.
5. Community experience (working with, focusing on specific health issues, etc.) preferred.
6. Experience in community outreach preferred.
7. Thorough knowledge of the mission, objectives, policies, programs and procedures of the Northeast Alabama Center for Community Initiatives is required.
8. Community leadership skills.
9. Excellent communication skills, both oral and written.
10. Ability to develop and maintain effective working relationships with the President and CEO, staff, school systems and community groups.

EVALUATION:

Performance appraisals shall be completed by the President and CEO and school administration/personnel. The school system within which this program is implemented is strongly encouraged to participate in the performance appraisal. This performance appraisal will be presented to the employee annually by the President and CEO. Evaluations include a self evaluation of accomplishments and future goals that shall be mutually acceptable to the employee/President and CEO.

DISCLAIMER:

The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications and objectives required of employees assigned to this job.

The position of the School-Based Student Drug-Testing Programs Project Coordinator is a grant-funded position with annual application for continued funding. By signature (below) the employee understands that although application will be made annually, salary and fringes for the employee must be awarded annually and there is no guarantee that salary amounts and fringes will be approved as submitted.

ACKNOWLEDGEMENT:

By signing below, the employee acknowledges that she/he has received, read, and been provided with the opportunity to question elements of this Position Description.

Employee

Date

President and CEO

Date